

EFFECTIVE

July 1, 2004.

SUBJECTS

1. Assistance Applications
2. New Forms & Publications
3. Updated Reference Forms & Publications Table of Contents (TOC)
4. Revised Forms & Publications
5. Schedules Updated

1) ASSISTANCE APPLICATIONS

RFF 1171, 1171-SP, 4574, 4574-SP

Due to the Schott Medicaid Lawsuit a notice has been added to the FIA-1171, Assistance Application, and the FIA-4574, Patient of Nursing Home Application to explain Receiving Medicaid Services.

Note: The Spanish version of the FIA-1171-SP, and the FIA-4574-SP will be updated to correspond to the English version as soon as possible.

**Michigan Voter
Registration
Application**

The NSP-938B, Michigan Voter Registration Application (for use by designated agencies) has been revised due to changes in the state and federal law. This form is being added to the FIA-1171, Assistance Application, as an additional tear-off page. This ensures compliance with state and federal law, with minimal impact to Specialists' workload. The NSP-938B will also be available in Spanish and will be added to the Spanish version of the FIA-1171-SP.

RFF Item NSP938B will be added to online manuals the next time the Reference Forms Manual is released.

2) NEW FORMS & PUBLICATIONS

CDC

RFF PUB836

FIA Pub-836, 4 Steps to Choosing Quality Child Care is now added to the manual.

MA

FIA-333, Corrective Action Eligibility Notice is sent to customers who request a hearing after receiving a denial of Medicaid eligibility. The letter explains possible reimbursement from the Department of Community Health (DCH) and what records will be needed if they are determined Medicaid eligible as a result of their FIA Administrative Hearing request.

SDA

RFF 1749

New form FIA-1749, Notice of Scheduled Release from Juvenile Justice, is added. This form is used for SDA application processing for youth exiting Juvenile Justice facilities. See Program Policy Bulletin (PPB) 2004-010 for details.

3) UPDATED FORMS & PUBLICATIONS TABLE OF CONTENTS (TOC)

Over the next several releases of the Reference Forms & Publications (RFF) manual the Table of Contents (TOC) will be updated to group Publications and non-FIA forms (DCH, EBT, EO, PC, etc.) together. Currently form/publication numbers are mixed in together causing confusion when a form has a same number as a publication.

This will require renaming many items over a period of time. The first group of Publications has been renamed and are now found toward the end of the TOC under PUB:

- RFF PUB478 (formerly 478Pub), Help is Available

- RFF PUB521 (formerly 521Pub), Your Rights and Responsibilities in the Food Assistance Program
- RFF PUB716 (formerly 716Pub), Expedited Food Assistance Benefits
- RFF PUB765 (formerly 765Pub), Your Right to Apply
- RFF PUB788 (formerly 788Pub), Home Heating Credit Notice

Note: To quickly locate Publications in the TOC, click on the Flashlight icon (Find Text in Document) located on the QuickAccess (Toolbar) in Online Manuals. Enter PUB in the “Text to Find” field, then click next to Whole Word. Click on the Find button. You will link to the grouping of Publications. You can also enter a specific Form/Publication number in the Find box.

4) REVISED FORMS & PUBLICATIONS

CDC

Exhibits are updated in the Reference Forms and Publications (RFF) manual for:

- **FIA-220-SP**, Day Care Aide/Relative Care Provider Application
- **FIA Pub. 230**, Provider Handbook and Reporting Instructions for Child Care Providers
- **FIA-712**, CDC Need Hours Worksheet
- **FIA Pub. 798**, Michigan Cares for Today's Child
- **FIA-805, 805-A**, Child Development and Care Billing/Reporting Record
- **FIA Pub. 872**, ABCs - Most Frequently Asked Questions
- **FIA-4583**, Child Development and Care (CDC) Application
- **FIA-4690**, Child Development and Care Customer Notice
- **FIA-4782-SP**, Child Development and Care Early Payment Certification

- **FIA-4807-SP**, Notice of Child Development and Care (CDC) Provider Eligibility

MA

RFF MDCH 1111-15

The MDCH 1111-15, Michigan Medicaid Program has been revised.

Hearings

The **FIA-1843**, Administrative Hearing Order Certification, is sent electronically to local offices with the Decision and Order (D&O). Complete the necessary case actions within ten calendar days from the mailing date noted on the hearing decision. See Program Policy Bulletin (PPB) 2004-010 for additional information.

**FAP EBT Account
Notice Corrections****RFF 277, 278**

The FIA-277, FAP Dormant Warning, and FIA-278, Frozen FAP Account, are revised to correct a minor spelling error.

SER**RFF 849**

Item #2 on the FIA-849 required the number of EMR-Adults entered to be limited from 0 to a maximum of 2. The number of adults is no longer limited. CIMS edit 1099 is also revised as a result of this change.

**5) SCHEDULES
UPDATED****Year 2005
Schedules Added**

The following schedules are revised to reflect payroll information for Year 2005:

- **RFS 107**, Model Payments System (MPS) Payroll Schedule -
- **RFS 108**, FIA-849 and Medical Services Authorization Payroll Schedule

- **RFS 205**, Children's Foster Care Payment Schedule
- **RFS 206**, Independent Payment Living Schedule

**CDC 4C Agencies
List Updated**

The CDC 4C Agency information is updated:

- **RFS 120** - CDC 4C Agencies

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

RFF 333
RFF 1749
RFF PUB478
RFF PUB521
RFF PUB716
RFF PUB765
RFF PUB788
RFF PUB836

Changed Items (content changes) ...

RFF 45
RFF 0078
RFF 141M
RFF 203
RFF 220
RFF 230
RFF 266
RFF 277
RFF 278
RFF 0283
RFF 712
RFF 798
RFF 805
RFF 849
RFF 849T
RFF 872
RFF 1111-4B
RFF 1111-5B
RFF 1111-15
RFF 1354
RFF 1555
RFF 1605
RFF 1843
RFF 2362
RFF 4583
RFF 4598
RFF 4690
RFF 4782
RFF 4807

RFS 107

RFS 108

RFS 120

RFS 205

RFS 206

Changed Items (link changes only) ...

RFF 1291

RFF 1582

RFS 104

Deleted Items ...

RFF 158

RFF 478

RFF 521PUB

RFF 716PUB

RFF 765

RFF 788

RFF 1111-14